

**RCN Wales webinar**

# “Record Keeping”

**(For Registered Nurses and Midwives, Health Care Support Workers and Nursing Students)**

*This seminar can contribute to participatory learning which can be used for revalidation*

**Tuesday 9 June 2025**

**9.30am – 12pm**

**Online event – to be held via Microsoft Teams**

**Facilitator:**

**Education & Lifelong Learning Adviser, RCN Wales**

**Aim:**

**This webinar aims to:**

- To examine and explore best practice processes involved in record keeping, including all different types of records (both written and electronic) in health and social care
- Explore potential concerns around record keeping, aligned with accountability, responsibility and the standards required of you in practice
- Enable a greater awareness of the resources available to support you in your practice

**Topics covered:**

- Record keeping principles and exploration of what is a health/social care record.
- Context to good care. Authority to compile records and why jargon should be avoided.
- Understanding professional responsibilities and legal requirements.

**Cost:**

**RCN Member (Registered Nurse) £25.00 + VAT (£30)**

**Non-Member (Registered Nurse) £37.50 + VAT (£45)**

**RCN Member (HCSW/ nursing student/ career break/ retired member) £15.00 + VAT (£18)**

**Non-Member (HCSW/ nursing student) £20.00 + VAT (£24)**

- Book online with credit/ debit card at [www.rcn.org.uk/wales-events](http://www.rcn.org.uk/wales-events) and click on the event listing for this event
- Phone (payment with credit card/Maestro): 029 2054 6460.

*Unfortunately we are currently unable to take online bookings for Career Break Members, non-member Health Care Support Workers and non-member Nursing Students. Please book over the phone on the number above to pay by card.*

**THE CLOSING DATE FOR RECEIPT OF ALL APPLICATIONS AND PAYMENTS IS  
THURSDAY 4 JUNE 2026**

**Cancellations received BEFORE 5PM TUESDAY 2 JUNE 2026 will be refunded, minus a 25% administration fee. Regrettably, no refunds can be processed after this date. Places can only be substituted with the prior knowledge and agreement of RCN Events**

**Registration confirmation:** All bookings will be confirmed in writing, and nearer to the event you will receive delegate information, including the Microsoft Teams joining link.  
If you want to confirm that you are registered for the event, please contact:  
RCN Event registrations on 029 2054 6460, Mon – Fri, 9.30am – 4.30pm.

**It may be necessary for reasons beyond the control of the organisers to alter the content and timing of the programme or the occasional identity of the speakers.**

**To enquire about further details of the seminar please contact the organiser:**

**E-mail: [CPDWales@rcn.org.uk](mailto:CPDWales@rcn.org.uk) Tel: 029 2068 0757**

## RCN EVENTS – BOOKING FORM

Online bookings are the easiest and fastest way to book 24 hours a day, 7 days a week. Visit [rcn.org.uk/events](http://rcn.org.uk/events)  
Bookings can be made by phone with payment by credit card/Maestro, by calling: +44 (0)2920 546460.  
Lines are open from 9.30am - 4.30pm Monday to Friday.

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- A completed RCN Events Booking Form for each delegate in the booking.

Once the invoice has been raised, you will then receive confirmation of your delegate booking on the event requested.  
Invoices are to be paid within 30 days of the invoice being issued.

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